



CITY OF MILES CITY

Human Resources Committee Meeting Agenda

July 10, 2026 at 4:00 PM

City Council Chambers and online at zoom.us

Zoom ID: 4062343462 | Passcode: 59301

CALL TO ORDER

1. REQUEST OF CITIZENS AND PUBLIC COMMENT

2. UNFINISHED BUSINESS

A. APPROVE TREASURER JOB DESCRIPTION FOR THE CITY OF MILES CITY

3. ADJOURNMENT

Public comment on any public matter that is not on the agenda of this meeting can be presented under Request of Citizens, provided it is within the jurisdiction of the City to address. Public comment will be entered into the minutes of this meeting. The Committee cannot take any action on a matter unless notice of the matter has been made on an agenda and an opportunity for public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings

 CITY OF MILES CITY Position Description	Last Revised: 6/20/25	
	Effective: <u>Draft</u>	
TREASURER		

DEPARTMENT: Administration

ACCOUNTABLE TO: Mayor

JOB TYPE: Part-time

SUMMARY OF WORK: Responsible for managing the city's financial operations, ensuring fiscal responsibility, compliance with Montana state regulations, and efficient handling of public funds.

JOB CHARACTERISTICS:

Nature of Work: This role focuses on managing financial reporting, cash/bank reconciliation, overseeing short- and long-term investments, and collaboration with municipal officials to maintain financial stability. This position is a typical sedentary office environment with occasional travel.

Personal Contacts: Daily contact with the public, Mayor, City Council Members, Department Directors, financial institution representatives, and various state employees.

Supervision Received: Limited supervision received by Mayor

Supervision Exercised: None

Essential Functions: This position requires ability to communicate orally and in writing; read written material, maintain records, understand complex ordinances, bank statements and accounting practices, codes and regulations; monitor the collection of all utility fees, planning and implementing daily work activities; exercise good judgment and make sound decisions; understand and apply State and Federal rules and regulations.

KEY RESPONSIBILITIES:

- Financial Management: Oversee the city's financial transactions, ensuring responsible handling of funds within operational budgets.
- Operating Budget Management: Prepare and manage the city's annual operating budget in conjunction with the mayor, ensuring accurate allocation of resources for essential municipal

services.

- **Cash & Bank Reconciliation:** Perform monthly, quarterly, and annual reconciliations of municipal accounts, ensuring accurate tracking of revenues and expenditures while identifying discrepancies. Handle all deposits
- **Tax & Revenue Administration:** Supervise tax collection, utility billing, and other revenue-generating activities.
- **Compliance & Auditing:** Ensure adherence to state and federal financial regulations, coordinate audits, and maintain accurate financial records.
- **Payroll & Accounts Payable:** Manage payroll processing, vendor payments, and financial disbursements. Reconcile accounts on a monthly basis and present for approval of payment by City Council and Mayor.
- **Annual Financial Report Preparation:** Compile and present the city's annual financial report, ensuring transparency and compliance with municipal and state reporting requirements.
- **Investment & Fund Management:** Oversee short- and long-term investments, ensuring optimal financial growth while maintaining liquidity and risk management.
- **Collaboration & Advising:** Work closely with city officials, department heads, and external auditors to provide financial insights and recommendations.

JOB REQUIREMENTS:

Knowledge: This position requires an extensive knowledge of government accounting rules and practices.

Skills: This position requires skills in the use of municipal accounting software, Microsoft Office software, spreadsheets, strong analytical, organizational, problem solving and communication skills.

Abilities: This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; exercise good judgement; follow established procedures; make accurate recordings and keep accurate records.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Experience in municipal finance, accounting, or treasury management.
- Strong analytical, organizational, problem-solving, and communication skills.
- Proficiency in financial software and accounting systems.
- *Preferred but not required Bachelor's Degree in Accounting, Finance, Business Administration, or a related field.*

Preferred Skills:

- Certified Municipal Treasurer (CMT) designation or equivalent.
- Experience with government budgeting, financial reporting, reconciliations, and investment

management.

- Ability to work independently and collaboratively with municipal leadership and city employees.
- Knowledge of Montana municipal financial laws and regulations.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Effectively utilizes available resources.
- Follows all policies and procedures.
- Accurately identify discrepancies and correct them.
- Performs assigned tasks within reasonable periods of time.
- Adheres to standards of confidentiality.
- Keeps accurate records and files in areas of responsibility.

Approved by Human Resource Committee:

Employee: _____ Date: _____

Supervisor: _____ Date: _____